**Professor Teaches Word 2007**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Unit | Date Completed | Quiz Grade | Instructor’s Initials |
| 1. | Office Workspace Basics |  |  |  |
| 2. | Introduction to Word |  |  |  |
| 3. | Creating and Editing Text |  |  |  |
| 4. | Formatting Text |  |  |  |
| 5. | Designing Page Layouts |  |  |  |
| 6. | Working with Graphics |  |  |  |
| 7. | Creating and Formatting Tables |  |  |  |
| 8. | Refining Document Content |  |  |  |
| 9. | Collaborating on Documents |  |  |  |
| 10. | Printing and Converting Documents |  |  |  |
|  |  | Average Total |  |  |